



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AUTOPSY ROOM SUPERVISOR

Class No. 004800

■ CLASSIFICATION PURPOSE

Under general direction, to supervise and prioritize autopsy and embalming tasks and oversee examining room procedures; to oversee the operation of the Medical Examiner's examining room; to train Forensic Autopsy Assistants; to assist in autopsies; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Autopsy Room Supervisor is a single position class allocated to the Medical Examiner's Office. This class is responsible for supervising the operations of the examining room and its staff. This class reports directly to Chief Deputy Medical Examiner, which directs the examining room. This class differs from the lower class, Senior Forensic Autopsy Assistant, in that the Senior Autopsy Assistant is responsible for supervising and leading the work of Forensic Autopsy Assistants on an assigned shift.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Supervises, coordinates, and prioritizes examining room activities which includes autopsies, embalming, fingerprinting, photographing and x-raying of remains.
2. Accounts for the receipt, release, and condition of bodies.
3. Assists in the performance of difficult autopsies.
4. Supervises, trains, and evaluates subordinates embalming special traumatic or delayed cases requiring plastic repair of faces and limbs.
5. Schedules and ensures 24-hour staffing of examining room.
6. Coordinates activities with other divisions of the Medical Examiner's office, funeral directors, cremation services, and others.
7. Selects, trains, and evaluates embalming staff.
8. Collects and records embalming fees.
9. Prepares logs, forms, and operational reports for management.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Non-Essential Functions:

1. Orders supplies.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Autopsy procedures.
- Embalming techniques and procedures.
- Theory of anatomy, histology, embryology and dissection.
- Hygiene, to include sanitation and public health practices.

- Principles of supervision and training.
- Theory and practice of pathology, bacteriology, and restorative surgery.
- Laws, health codes and regulations relating to embalming.
- Health precautions and laboratory procedures related to examining room and morgue operations.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Assist in autopsies.
- Embalm bodies.
- Schedule, coordinate and staff a unit.
- Supervise, train and evaluate subordinates.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. At least two (2) years of experience as a Senior Forensic Autopsy Assistant in the County of San Diego, OR
2. At least two (2) years of experience equivalent to a Senior Forensic Autopsy Assistant in the County of San Diego in a Medical Examiner or Coroner's office.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level. Incumbents may be required to assist with the movement and lifting of heavy bodies.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Possession of a valid California Embalmer's License is required prior to appointment.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Exposure to strong embalming chemicals, decomposed bodies, contagious disease, x-rays, and bodies of deceased. Office environment; exposure to computer screens.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: August 14, 1990**  
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